EMPLOYMENT APPLICATION Holt Co. Soil and Water Conservation District SOCIAL SECURITY NUMBER DATE OF BIRTH (mo/d/yr) NAME (last, middle, first) DATE OF APPLICATION PHONE ADDRESS (street, city, state, Zip Code) SALARY DESIRED POSITION DESIRED TYPE OF VISA (if not a U.S. citizen) U.S. CITIZEN Yes D No D LIST ANY RELATIVES NOW OFFICIALLY ASSOCIATED WITH HAVE YOU BEEN PREVIOUSLY EMPLOYED BY THE DISTRICT? THE DISTRICT No O Yes 🗆 IF YES. WHEN? INDICATE THE FOLLOWING (in words/min) INDICATE AREAS YOU ARE WILLING TO WORK TYPING SPEED KEYBOARD SPEED FULL TIME D PART TIME D TEMPORARY D SUMMER D EDUCATION AND TRAINING (including high school, GED, trade and vocational schools, undergraduate and graduate degrees) DATES ATTENDED DEGREE, OR OR DATE DEGREE **CREDITS** MAJOR MINOR NAME & TYPE OF SCHOOL **ADDRESS** COMPLETED WAS RECEIVED LIST SPECIAL SKILLS, QUALIFICATIONS OR ACCOMPLISHMENTS RELATED TO POSITION YOU ARE APPLYING FOR (include skills with computers, other machinery, public speaking, and writing, patents, publications, and etc.) LIST ANY PROFESSIONAL SOCIETY MEMBERSHIPS LIST CURRENT LICENSES AND CERTIFICATES (including issuing state and expiration date) IF YES, HAS YOUR LICENSE IF YES, PLEASE EXPLAIN DO YOU HAVE A VALID STATE DRIVER'S LICENSE? EVER BEEN SUSPENDED OR REVOKED? Yes □ No □ Yes D No D GIVE NUMBER OF TRAFFIC ACCIDENTS YOU HAVE HAD IN THE GIVE NUMBER OF MOVING TRAFFIC VIOLATIONS YOU PAST THREE (3) YEARS HAVE HAD OVER THE PAST THREE (3) YEARS HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? YES D NO D ARE YOU CURRENTLY OUT ON BAIL OR ON YOUR OWN RECOGNIZANCE PENDING TRIAL? YES Q HAVE YOU EVER BEEN CONVICTED OF DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS? YES 🗆 (if your answer is yes to any of these questions please explain on a separate sheet of paper reporting all cases and dates except minor traffic violations, sealed or juvenile convictions.) LIST THREE (3) PEOPLE FOR REFERENCES WHO ARE NOT RELATED TO YOU AND WHO WILL NOT BE RECORDED AS SUPERVISORS UNDER THE WORK EXPERIENCE SECTIONS. YOUR SIGNATURE ON THIS APPLICATION GIVES YOUR PERMISSION TO CONTACT THESE REFERENCES ADDRESS (street, city, state, Zip Code) PHONE (include area code) **FULL NAME AND TITLE**

EMPLOYMENT APPLICATION

Holt Co. Soil and Water Conservation District

| revious Work Experie | nce (please list the most recent | experience first and include U. | S. Military Service) | |
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| ame of Employer | | Phone | Job Title | |
| Address (street, city, state, Zip Code) | | | Supervisors Name and Title | |
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| Name of Employer | | Phone | Job Title | |
| Address (street, city, | state, Zip Code) | | Supervisors Name and Title | |
| Describe Work Perfo | rmed | CONTRACTOR | | |
| Date Started | Date Ended | Wage Rate | Reason for Leaving | |
| knowledge that any f | re information is correct and com alse or misleading statement or at to verify any of the information | omission of material fact MAY b | ge and belief. I make this statement with the E SUFFICIENT CAUSE FOR DISMISSAL. ion. | |
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HOLT COUNTY SOIL & WATER CONSERVATION DISTRICT 118 WEST DAVIS ST. MOUND CITY, MO 64470 PHONE 660-442-3173

Qualification Standard

Position:

District Technician

Salary:

\$9.00 to \$10.00/hr. Salary commensurate with experience.

Advancement opportunity available.

Benefits:

Paid leave, paid holidays, health insurance, retirement annuity

Duties:

 Assists in the planning, staking, program design and check-out of conservation practices while following Soil & Water Districts Commission policies and NRCS standards and specifications.

Advise users on the proper use and calibration of all district rental equipment. Responsible for routine maintenance and repairs on all district rental equipment.

Conduct annual maintenance follow-up visits on completed

conservation practices.

4. Assist office staff with Information-Education activities, general clerical and greeting the general public.

Knowledge, Skills and Abilities Required:

Knowledge of computer systems and software, current environmental and agricultural issues, principals, techniques and terminology. Ability to operate technical field equipment (i.e. GPS, survey equipment, etc.). Ability to communicate effectively, work independently, exercise sound judgement and discretion, and complete assignments within specified timeframes. Ability to work outdoors under all types of weather conditions and travel over rough terrain.

Conditions of Employment:

Applicants must possess a high school diploma or a GED certificate and a valid state driver's license. Reference and criminal record checks will be conducted for all prospective employee candidates.